

**BY ORDER OF THE COMMANDER  
HEADQUARTERS 377TH AIR BASE WING  
(AFMC) KIRTLAND AIR FORCE BASE,  
NEW MEXICO 87117-5606**

**KAFB INSTRUCTION 24-301**

**24 SEPTEMBER 1997**

**Transportation**



**VEHICLE ABUSE AND ACCIDENT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 377 LGT/LGTM (Lt Erik C. Olson)

Certified by: 377 LGT/CC (Maj Earl Walker)

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This instruction implements Air Force Policy Directive 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*. It establishes policies and procedures for implementing and managing the wing's vehicle abuse and accident program. It applies to all squadron commanders, vehicle control officers (VCOs), vehicle control noncommissioned officers (VCNCOs), associate units, and vehicle operators assigned to Kirtland Air Force Base.

**1. Vehicle or Equipment Abuse.** Vehicle or equipment abuse is defined as an act or omission that has caused, or may cause, damage which cannot be attributed to fair wear and tear or accident. Vehicle or equipment abuse may result in early failure of components or in immediately-detectable damage. The following are examples of vehicle or equipment abuse:

- 1.1. Failure to accomplish organizational or operator maintenance in accordance with the manufacturer's commercial publication or Air Force instructions, manuals, or technical orders.
- 1.2. Knowingly operating a vehicle or piece of equipment with a malfunction that may cause or result in further damage.
- 1.3. Overloading the vehicle or piece of equipment, or failure to tie down or secure cargo.
- 1.4. Operating a vehicle or piece of equipment with broken tire chains or under inflated or deflated tires.
- 1.5. Operating a vehicle or piece of equipment with known safety discrepancies.
- 1.6. Failure to bring a vehicle or piece of equipment to Vehicle Maintenance (377 LGT/LGTM) for scheduled maintenance.
- 1.7. Failure to protect the vehicle's or piece of equipment's exterior painted surfaces from oxidation or corrosion.

1.8. Failure to bring a vehicle or piece of equipment to Vehicle Maintenance by the next duty day after a minor discrepancy is discovered.

1.9. Modifying or adding equipment to a vehicle or piece of equipment without written approval from the VCO or VCNCO, the transportation vehicle maintenance manager or superintendent (VMM or VMS), and if required, Headquarters Air Force Materiel Command Logistics Group Transportation Vehicles (HQ AFMC/LGTV) or Headquarters Warner Robins Air Logistics Center, Office of the Vehicles Chief Directorate (HQ WR-ALC/LVR).

1.10. Tampering with engine governors or pollution control devices.

**2. Vehicle Accident .** A vehicle accident is defined as something that occurs unexpectedly or unintentionally.

**3. Responsibilities.** Vehicle Maintenance is responsible for identifying accidents and suspected vehicle abuse. The VMM or VMS will evaluate each case and initiate each alleged vehicle abuse case. The Maintenance Control and Analysis (MC&A) element of Vehicle Maintenance will document, track, and provide costs for vehicle abuse and accident cases. The Financial Analysis Flight (377 CPTS/FMA) will track vehicle abuse and accident cases for the Reports of Survey (ROS) Program.

**4. Procedures.** Upon determination that a vehicle abuse and accident case should be opened, the following steps are taken:

4.1. Vehicle Maintenance will initiate a work order estimating the cost of repairs. The work order along with a letter signed by the VMM or VMS identifying the abuse or accident will be routed to the commander and the VCO or VCNCO of the organization assigned the vehicle or piece of equipment in question. The abuse or accident letter is forwarded to 377 CPTS/FMA, the Judge Advocate (377 ABW/JA), Ground Safety (377 ABW/SEG), and a courtesy copy is sent to the 377th Transportation Squadron commander (377 LGT/CC).

4.2. Vehicle Maintenance will begin repairing the vehicle or piece of equipment after a release for repair letter is received. The letter which must be signed by the owning unit commander will state that the vehicle or piece of equipment is no longer needed for the investigation. If a privately owned vehicle (POV) is involved only the JA can release the vehicle or piece of equipment for repairs. This is mandatory in order to process any ensuing insurance claims.

4.3. The owning unit commander is responsible for ensuring an investigation for alleged vehicle or equipment abuse or for an accident case is conducted. A written reply to the VMM or VMS is required within 5 duty days after the date of the notification letter. The group commander or equivalent will be notified if a response or request for extension is not received in 5 duty days.

4.4. The unit commander, unit VCO or VCNCO, or the investigating official may request an AF Form 20, *Repair Cost and Repairable Value Statement*, from MC&A. When payment for damage is involved, either voluntarily or through the use of a Department of Defense (DD) Form 200, *Financial Liability Investigation of Property Loss*, the actual cost of repairs is computed using an AF Form 20. This is done in accordance with AFMAN 23-220, *Reports of Survey for Air Force Property*. If Financial Analysis requires an AF Form 20, MC&A will provide it to 377 CPTS/FMA and the unit involved. For associate units, reimbursements for abuse repairs will be in accordance with respective support agreements.

4.5. Vehicle accident cases involving private insurance companies will have the repair estimates accomplished by that company's insurance adjuster or by a business recommended by the private insurance company. Repairs will be accomplished by a private repair agency at the insurance company's expense. All repair costs associated with the accident will be billed directly to the private insurance company by the civilian agency performing the repairs. JA will be notified when a problem exists between the government and the insurance company and will retain responsibility until the problem is resolved. MC&A will follow up with JA as required. All repairs must be inspected and accepted by an authorized representative of LGTM.

4.6. The owning unit commander will transfer funds for the repair costs for all accident and abuse cases to 377 LGT/LGTM. Organizations signing out U-Drive-It vehicles will be held accountable for repair costs and will transfer required funds to 377 LGT/LGTM.

4.7. The organization may elect to reimburse LGTM upon completion of repairs. Reimbursement must be completed not later than 30 days following completion of repairs.

JOCK A. TRAFTON, Colonel, USAF  
Commander, 377th Logistics Group